

Asset Movement Log (Internal Use)

Document No.	_____	Date	___ / ___ / ____
Department	_____	Prepared By	_____
Approver	_____	Reason/Remarks	_____

No.	Asset Name / Description	Asset ID / Tag	From Location	To Location	Date Moved	Received By / Sign
1	_____	_____	_____	_____	___ / ___ / _____	_____
2	_____	_____	_____	_____	___ / ___ / _____	_____
3	_____	_____	_____	_____	___ / ___ / _____	_____

Important Notes:

- This document must be completed for every internal asset movement.
- Ensure all details are accurate before obtaining approvals and signatures.
- Document should be filed for record-keeping and auditing purposes.
- Any discrepancies or missing assets must be reported immediately.
- Unauthorized asset movement is strictly prohibited.